

## POSITION DESCRIPTION

|                       |   |                        |                         |
|-----------------------|---|------------------------|-------------------------|
| <b>Position Title</b> | Recovery Facilitator                                    | <b>Position Number</b> |                         |
| <b>Service Area</b>   | Integrated Services – Arnott Community Recovery Village |                        |                         |
| <b>Remuneration</b>   | Level 4   | <b>Position FTE</b>    | 1.0 (38 hours per week) |
| <b>Reporting to</b>   | Service Manager – Arnott Community Recovery Village     |                        |                         |
| <b>Supervision of</b> | No direct supervisory responsibilities.                 |                        |                         |
|                       |   |                        | Updated May 2023        |

### Our Vision, Mission and Values

#### Our Vision

A community where everyone has a safe and secure place to call home.

#### Our Mission

To provide opportunities, pathways and care to vulnerable people who find themselves without a home.

#### Our Values

St Bart's aims to foster a culture that embraces our values and which reflects what we believe will deliver the best outcomes for our clients and services delivered.

The St Bart's Values form the basis of all employee behaviour. All employees of St Bart's are expected to demonstrate the Values when carrying out the duties of this position.

|                       |   |
|-----------------------|---|
| <b>Empowerment</b>    | We create a community where everyone believes they have the ability to make a difference. |
| <b>Innovation</b>     | We foster an environment where creativity thrives.  |
| <b>Commitment</b>     | We have the courage and determination to make it happen.                                  |
| <b>Collaboration</b>  | We work together to achieve shared goals.   |
| <b>Social Justice</b> | We believe everyone has a right to equitable treatment, dignity and compassion.           |

### Position Overview

The Recovery Facilitator supports consumers to achieve individual goals and outcomes, with a focus on transitioning to longer term accommodation and living independently in the community. With a person-centred approach, the Recovery Facilitator engages consumers in the development of recovery plans and to achieve their goals through coordinating services and capacity building activities.

**We're by  
your side.**



## Key Responsibilities

- Ensure the collaborative development of Recovery Plans which are person centred and strengths based.
- Coordinate community supports/services for consumers including liaising with external agencies such as health services, Non-Government Organisations and community groups.
- Identify the potential risks surrounding individuals and put in place plans to manage those risks.
- Utilise recovery and trauma informed principles to assist consumers to achieve individual goals and outcomes including but not limited to independent living skills, community participation, personal choice and decision making whilst building upon on strengths, increasing resilience and improving physical and mental health and wellbeing.
- Facilitate the search for and transition to longer term accommodation.
- Prepare and maintain appropriate records of information and a range of administrative tasks regarding consumer support, as required by St Barts and within the specified timeframes.
- Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends.
- Participate in the off duty on call roster by covering sleepover shifts as required.
- Work across all St Bart's program areas as required.

## Additional Objectives for all St Bart's employees

- Ensure personal health and safety at work and that of others complying with all Work Health and Safety requirements and as directed by St Barts.
- Participate in the St Barts Immunisation Program in line with specific position requirements, including any applicable pre-employment and/or ongoing immunisation as determined by St Barts.
- Understand, comply with, and adhere to the St Barts Code of Conduct, all other policies, procedures and work practices, and complete all necessary OneVault requirements within set timeframes.
- Participate in, and contribute to, all St Barts Quality Improvement and Risk Management programs, to encourage and promote organisational performance and deliver better consumer outcomes.
- Participate in and provide support in all accreditation, compliance and national standards activities as required.
- Participate in essential and/or mandatory training annually as required and directed.
- Have collaborative working relationships with the team and internal customers, and actively contribute to all team meetings and effectiveness of the team function.
- Perform other duties as directed.

# St Bart's

| Selection Criteria   |           |
|--|-----------|
| <b>Education</b>   |           |
| Tertiary qualification in Community Services, Social Science or similar discipline (minimum Certificate IV)  | Essential |
| <b>Experience</b>  |           |
| Demonstrated work experience relevant to position  | Essential |
| Demonstrated experience working with people experiencing mental health, AOD or other personal/social challenges  | Essential |
| <b>Knowledge, Skills and Abilities</b>   |           |
| Well developed assessment and planning skills  | Essential |
| Highly developed communication and interpersonal skills, with the ability to create rapport and build relationships with consumers, their carers, family and other networks while maintaining appropriate boundaries | Essential |
| Ability to take initiative, problem solve and work autonomously when required  | Essential |
| Knowledge and understanding of Wellness, Recovery and Trauma Informed Principles   | Essential |
| Ability to work well under pressure  | Essential |
| Computer literacy, and ability to use MS Office Suite  | Essential |
| <b>Other</b>   |           |
| A current satisfactory National Police Clearance obtained within the last three months   | Essential |
| Current First Aid Certificate  | Essential |
| A current WA "C" Class Drivers Licence   | Essential |

## Declaration

I accept the responsibilities as outlined in this position description, and understand that these may be updated from time to time in accordance with operational and organisational requirements. I commit to role modelling St Bart's values and commit to the Code of Conduct while undertaking my duties.

**Employee**

**Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

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